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MEMORANDUM FOR THE RECORD

SUBJECT: OTR Education Committee Meeting

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1. The OTR Education Committee met on 11 December 1963 at 1030 hours. Members present were: ███████████████████████ ██ called the chairman about an hour before the meeting and stated that he could not attend; he was the only one interviewing. It was pointed out that the subject of the meeting is pertinent to the interest of his colleagues.

2. The purpose of the meeting was to consider a suggested policy change for recommendation to DTR of OTR Reg. 25-4, dated 11 May 1962, TRAINING REPORTS.

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3. The purpose of the meeting was triggered by a memo from James ████ to DTR, Subject: Use of WAPSO Scale for Course Reports. Chief, Intelligence School directed the memo to the Education Committee for their action prior to recommendation to DTR. Under separate cover these two memos have been endorsed by the Chairman to DTR with the favorable recommendation of the OTR Education Committee that the Intelligence Production Faculty, IS/TR be permitted to use the WAPSO scale for all its courses, in accordance with the policy stated in OTR Reg. 25-4, Section 2.b. "Exceptions to this policy will be Covert Training and any other instruction which the Director of Training may specifically exempt."

4. Reasons for desiring to use the WAPSO scale were noted by

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a. Training evaluations are used by the JOT staff in preparing Fitness Reports on the JO's. WAPSO scale is more directly comparable to the scale used on the Agency Fitness Report form.

b. The five-step scale permits a more precise reporting of student performance than does a three-step scale.

c. Supervisors studying employee folders (and promotion panels and career boards) will have an easier job of comparing the

training evaluations to a widely known and used scale (Fitness Report form).

5. Considerable discussion took place regarding ███ proposal. 25X1A9a Summation of the comments can be made as follows:

a. Much of OTR training does not have the sophisticated evaluation system that would allow a five-point scale for grading.

b. Many short-term courses do not allow the instructor to become sufficiently acquainted with the student to merit a five-point evaluation.

c. With the JO's in particular, a narrative evaluation should be required since the Headquarters training assists primarily in determining future assignment of the JO's. The WAPSO scale alone is not sufficient.

d. The inconsistencies was noted of dictionary definitions with sequential arrangement on the scale (Fitness Report form) and the possible, general mis-use and interpretation of these words.

e. If an exception to the Regulation was made and ███ used 25X1A the WAPSO scale, then each evaluation form must have the adjectives adequately and clearly defined. ███ agreed to furnish such definitions as presently used on his printed 25X1A9a form 2070a as follows:

W - Weak   Less than satisfactory--below 70%

A - Adequate   Entirely satisfactory. Meets all requirements-- 70 to 76%.

P - Proficient   More than satisfactory. Performance exceeds requirements--77 to 84%.

S - Strong   Significantly more than satisfactory. Greatly exceeds requirement--85 to 92%.

O - Outstanding   So exceptional that it warrants special recognition--above 92%.

25X1A9a   **6.** ███████████ discussed the problem he had inllanguage training in using the Training Reports. He proposed a modified Report format which would save him considerable man-hours in completion and would, in fact, be more meaningful to the student and his supervisor. Since his requested change did not differ appreciably from Format B as described in the Regulation, it was the Committee's consensus that he could implement this change and still be well within the scope and intent of the Regulation.

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Educational Specialist/CTR